



GOMUN 2023 OFFICIAL DOCUMENT

Rules of Procedure

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INTRODUCTION

Welcome to the official Rules of Procedure document for the GOMUN 2023 conference. The Rules correspond with the overall MUN concept. However, since there are minor differences at every conference, we recommend that you read this document thoroughly prior to the start of the conference. Please note that these Rules of Procedure do not apply to the Crisis Committee.

Should you have any further questions regarding the Rules of Procedure, ask your Chairs or any one of the Secretariat members. We suggest that you check our social media sites for current confirmed information and the website for further editions of our documents.

Your GOMUN Secretariat

Introductory Rules

Before we get into the rules of the debate, here are some important rules of the conference that apply to all participants.

- The Rules of Procedure are not subject to change and are adopted prior to the beginning of the conference.
- English is the official working language of the conference. No delegate is allowed to act, speak or submit documents in any other language during the committee work or the General Assembly.
- Every participant is obliged to have full knowledge of the Rules of Procedure for the whole duration of the conference. Ignorance of these rules is no excuse for failing to abide by them.
- Each member state of a committee will be represented by one delegate and will be granted one vote during voting procedures.
- All participants are obliged to dress accordingly. The dress code is set prior to each event. Failure to abide by the dress code may result in an appropriate punishment from the Chairs.
- The organisers of GOMUN do not assume any responsibility for the participants for the whole duration of the conference.
- All participants of the conference must be mindful of their environment and surroundings. In case of causing damage, participants are committed to admission.
- The participants or their legal guardians are responsible for financial or material damage if they themselves inflict such during the conference.

- The delegates are required to be on time at the venues of the conference and to not leave before the end of the official programme without prior notice to their Chairs or to the Secretariat.
- Punishments are funny actions performed by the delegates in front of their committee such as singing, dancing or acting. The delegates may refuse to take part in a punishment if they deem it deeply dishonouring, against their beliefs or morality. Punishments are most usually inflicted for being late to the committee, improper dressing or failure to adhere to the rules of the conference.

Key Terms

Committee is the basic organ of the United Nations. It brings together delegates to debate on previously set topics, always directed and presided by one or two chairs.

▪ **Security Council (SC):** Being the most known and the most powerful body of the United Nations, the Security Council offers an interesting challenge for experienced delegates. Its responsibility is to maintain international peace and security, which is taken care of by 15 members. 5 out of these are the so-called Permanent 5 (P5) - winners of World War II that represent the world's major powers. They also possess the veto right which makes the debate interesting as negotiations have to be held permanently. The other 10 states are elected by the UN General Assembly and in GOMUN, the 10 countries most interested in the topic are selected.

▪ **Human Rights Council (HRC):** HRC is one of the most important bodies of the UN. It observes the human rights situation in the whole world and acts if any abuse of these rights surfaces. Topics of the HRC are often very sensitive as it might save many people from having their rights abused. That, however, depends on the approach of the UN Member States that very often follow their own interests. Therefore, HRC is a perfect opportunity for delegates who enjoy negotiations, which are crucial in this committee.

▪ **Special Political and Decolonisation Committee (SPECPOL):** SPECPOL has been established as one of the six main UN committees. It dealt with the issue of colonies desiring to gain independence and had overseen the whole process. Now, however, there are no more colonial issues, and yet SPECPOL has kept its importance. Its agenda now consists of various geopolitical questions, e.g. Kurdistan, Balochistan or peacekeeping operations revival.

▪ **Historical Security Council (HSC):** The Historical Security Council runs by the same rules and structures as the Security Council, albeit one significant difference. It is moved to the past. In the Historical Security Council, delegates relive, influence, and potentially

alter the outcome of key historical events. Therefore, delegates represent countries that existed tens of years ago.

Secretariat is the main organizing body of GOMUN. This body creates the schedule and is responsible for the programme and the flow of the conference. As well as that, Secretariat members set the Rules of Procedure and have the right to enforce them.

Secretary-General (SG) is the highest-ranking member of the Secretariat. This figure has the right to overrule any decision of a Chair or the President of the GA, has the final say on the rules of the conference and disputes in committees or the GA.

The President of the General Assembly (PGA) presides over the General Assembly, directs its proceedings and moderates the debate. Being the second highest ranking member of the Secretariat after the Secretary-General, they may overrule decisions of the Chairs of individual committees.

General Assembly (GA) is the main body of the UN, a forum where all committees meet to debate the issues together and to officially pass the resolutions which only enter into force after passing in the GA (except the Security Council, the SCES and the HSC).

Chairs direct the proceedings of a committee and moderate the debate. Chair is always bound by decisions made by the delegates via motions and can only overrule such decisions (specified in the Motions section).

Resolutions are documents divided into a heading (introduction of the document: name of the committee, the issue at hand, names of the submitters' and signatories' states), preambulatory part (defining the issue) and operative part (solving the issue). A resolution is produced by the committee at the end of the session on each topic and offers solutions to the issue. It requires a certain number of submitters, co-submitters/signatories to be approved and passed as described further in the Rules of Procedure.

Amendments are written texts sent to the Chairs electronically or via a paper note to add, change or remove something from a resolution. A second-degree amendment is an amendment to an amendment, in other words suggesting to change, add or remove something from an amendment to a resolution which is currently being discussed.

Motions are proposals to the delegates and Chairs in the committee, which suggest a change in the proceedings of a committee.

Veto is a right possessed solely by the P5 states in the Security Council. It enables them to stop any amendment or a resolution from passing by a single vote against. If voting against, the delegate of a P5 state must always say whether he is voting against with rights or without rights (with or without a veto). Before using a veto in a voting procedure, the delegate who wishes to use their P5 rights is obliged to send a note with the veto threat to the Chair who may recommend further debate upon the issue. If the delegate does not send a veto threat note, he cannot use a veto in the voting procedure.

REFERRING & ADDRESSING

In debates, every delegate, Chair or member of the Secretariat must refer to themselves and other delegates/chairs/members of the Secretariat formally. Consequently, they cannot use the pronoun “I” and generally first and second person addressing in singular. Instead, the pronoun “We” or “He, She, They” can be used. Most of the time, the best way of referring to yourself and others is using the words “delegate” or “delegation”. In the Historical Security Council the official titles (the king/prince/god of...) can also be used. The Chairs or the President of the General Assembly and the Secretary-General must also be addressed in third person.

- “The delegate wanted to say that...”
- “We feel the need to...”
- “The delegation of [country name] is aware of...”

Similarly, delegates also address other committee members.

- “Did the delegate of [country name] mean that...”
- “Would the delegation of [country name] disagree that...”
- “Would the Chairs...?”
- “Is the President of the General Assembly/Secretary General...?”

Sometimes, you will have to address the whole committee or the GA. ▪

“Honourable Chairs, distinguished delegates...”

TAKING & YIELDING THE FLOOR

During moderated caucuses, delegates can ask for the floor. They are only allowed to start speaking once they are recognized and have the floor yielded to them by the Chairs or

another delegate. Once a delegate has the floor, they must stand up. Time limits can apply to some speeches if the Chairs decide so.

When a delegate is done talking, they are asked to yield the floor. They can either yield the floor to the Chairs or to another delegate. The Chairs decide whether yielding the floor to another delegate is in order or not.

After yielding the floor, delegates must assume their place in the committee (sit down) and remain silent. They may communicate with others by sending virtual or paper notes.

DEBATE

Debating is one of the main reasons why the United Nations and the MUN concept exist. However, it is not as simple as it would seem. There are some crucial guidelines that the delegates must adhere to. During committee work, you will come across several types of debate.

Moderated Caucus

Moderated caucus is the more frequent type of debate used during committee work. During a moderated caucus, delegates sit in the committee room. The debate is conducted (or “moderated”) by the Chairs. If a delegate wishes to speak, they have to raise their placard and wait for the Chair to recognise them and yield the floor to them. Delegates must not take the floor unless the Chair or another delegate yields it to them. When a delegate finishes their speech, they are obliged to yield the floor back.

Moderated Debate is set on a specific topic for a specific duration of time, where points of information are not in order. Designed for quick speeches to state an issue, opinion or a response to the previous speaker. Probably the most dynamic and fast-paced type of debate. Submitting a resolution or an amendment is not in order during a moderated debate.

During Open Debate, delegates are free to take the floor in order to present a resolution or an amendment, give a speech or address another delegate and submit any possible document. After finishing a speech during open debate, the delegates may or may not open themselves to points of information.

During the Closed Debate, an equal amount of speeches for and against (usually two and two) is entertained by the Chairs. At the end of such speech, delegates may open themselves to points of information. Closed debate is most often used just before moving to the voting procedure upon the current amendment/document. It is not a necessity, however, it most often serves the purpose to summarise all the speeches given for and against and to allow the delegates to form their final standpoint before the voting. If there are no speeches against, the subject of the closed debate may pass automatically upon the Chair's discretion.

The delegates are allowed to interject any type of moderated debate by shouting the word "SHAME".

Unmoderated Caucus

During the unmoderated caucuses (or lobbying sessions), the Chairs do not moderate the proceedings of the committee. Committee members are free to move around the room and informally discuss the issue at hand, most often a resolution, an amendment or their standpoints during the voting procedure. Unmoderated caucus also serves the purpose of creating new draft resolutions or amendments by a group of delegates. Proposed documents will be checked and entertained in the debate.

SUBMITTING RESOLUTIONS AND AMENDMENTS

Standard Committees

Resolutions are created in an unmoderated caucus (lobbying session), a resolution must have at least one operative and one preambulatory clause, must have only one main submitter, at least two co-submitters and at least three signatories (or five co-submitters)

Amendments must be sent in a paper form or electronically to the Chair/PGA, must contain the text of the amendment, the name of the state submitting the amendment, the number of the clause to which the amendment relates, may amend multiple clauses at the same time, does not require any signatories or co-submitters.

Amendments to the 2nd degree must be sent in a paper form or electronically to the Chair/PGA, must contain the text of the amendment, name of the state submitting the amendment, the number of the clause to which the amendment relates, does not require any signatories or co-submitters.

Security Council, Historical Security Council

The system of these committees is different. There are only amendments submitted, not resolutions. Amendments are created during a moderated debate from individual amendments, one by one. Therefore, an amendment submitting a new clause requires a main submitter and two co-submitters or two signatories. An amendment must be sent electronically or via a paper note to the Chair with the names of sponsors included.

Amendments of the 2nd degree: Since an amendment always submits a whole clause, 2nd-degree amendment is any amendment that does not submit a whole clause. It has the same requirements as an amendment in a common committee; must be sent electronically or via a paper note to the Chair/PGA, must contain the text of the amendment, the name of the state submitting the amendment, number of clauses to which the amendment relates. However, it does not require any signatories or co-submitters. Amendment of the 3rd degree: It complies with the same rules as the amendment of the 2nd degree.

VOTING

When a motion to move into voting procedure has passed and has been entertained or when there have been objections to a motion, the committee or the General Assembly moves into voting about the document/procedural matter at hand. The voting procedure may be conducted via acclamation or via roll call (further described in the motions sections along with the correct conduct during these voting procedures). Voting on different things, however, requires a different majority. Delegates may vote either in favour, against or abstain from the voting procedure (neither for nor against) and in Security Council P5 nations may use their veto right.

Present delegates are delegates physically present in the committee during the vote and have not been censured or left the room under a point of personal privilege. All delegates represent the full number of delegates who are participating at the conference in a committee or the GA.

VOTING ON A MOTION (PROCEDURAL VOTE)

No abstentions or vetos are in order (i.e. cannot be used), $\frac{1}{2}$ majority of present delegates are required for the motion to pass.

VOTING ON AN AMENDMENT

At least a $\frac{1}{2}$ majority of present delegates is required to pass; if an amendment to the second degree is passed, the original amendment is automatically passed, too. In the SC, HSC and SCES, if the 3rd-degree amendment is passed, only the 2nd-degree amendment passes. The original amendment must be passed in a separate voting procedure.

VOTING ON A RESOLUTION

A $\frac{1}{2}$ majority of all delegates is necessary for the resolution to pass. VOTING ON

INDIVIDUAL CLAUSES OF A FINISHED RESOLUTION WHEN DIVIDING THE QUESTION

Further described in the motions section. A $\frac{1}{2}$ majority of all delegates for each clause to pass, a simple majority for any subclause, if a clause does not pass all its sub-clauses do not pass either.

VOTING ON A RESOLUTION WHICH CHANGES BORDERS, GOVERNMENT OR POLITICAL ARRANGEMENT OF A STATE

A $\frac{2}{3}$ majority of all delegates is necessary for the resolution to pass. When voting on a clause which changes borders, government or political arrangement of a state in a resolution when dividing the question, a $\frac{2}{3}$ majority of all delegates is necessary for the clause to pass. If the clause doesn't pass, none of its subclauses pass either.

POINTS

Points offer the committee a chance to ask questions, make corrections to the debate, correct the Chairs if they make a mistake etc. They do not require a second and must be immediately entertained.

POINT OF PERSONAL PRIVILEGE

The point of personal privilege can be raised by any delegate in case of their personal inconvenience. Unless it concerns their audibility, this point cannot interrupt the speaker.

POINT OF INFORMATION TO THE SPEAKER

After every speech, the speaker can open himself to an unspecified or specified amount of points of information. Points of information must be formed as a question and cannot interrupt the speaker. Once the speaker answers, no dialogue on the floor is in order. For another question to the speaker, the delegate must request Permission to Follow Up. The Chairs will decide whether such permission is in order. If the speaker did not understand a question, the Chairs should ask the delegate to repeat or rephrase their question.

POINT OF INFORMATION TO THE CHAIR

This point can be used at any time when there is no delegate having a speech for factual correction or a statement of facts relevant to what the speaker said. In the point the source of these facts should always be mentioned, and the Chairs may demand such mention from any delegate who does not include the source in their statement. This point also must be formed as a question.

POINT OF ORDER

A point of order can be raised by any delegate at all times. It is used to inform the Chairs of any violation of the Rules of Procedure. The delegate's point must be recognized before they start to speak.

POINT OF PARLIAMENTARY INQUIRY

May be used at any time when there is no delegate having a speech to ask about the procedure and whether some actions may be in order.

MOTIONS

A motion is a procedural proposal which can change the flow of the debate or introduce resolutions, amendments, limit or extend certain parts of the debate, change the delegate's position in relation to the debate or resolution and influence the voting procedure. Motions are divided based on whether they require a second (and can therefore be objected to) or not. Any delegate may raise a motion at any time the Chair(s) or the President of the General Assembly (further referred to as PGA) has the floor and the Chair(s) or the PGA must entertain such motion under any circumstances. The only

motions which can only be entertained with the approval of the Chair(s) or the PGA are Motion to Censure, Motion to Adjourn the Session and Motion to Suspend the Session. Motions which do not require a second always have priority over motions which do require a second.

Motions which do not require a Second

These motions pass instantly and are therefore entertained with immediate effect.

MOTION TO BE ADDED TO (THE LIST OF CO-SUBMITTERS, SPEAKERS LIST...)

Using the motion, the delegate asks to be added to a list which is relevant in the discussion at the time the motion is raised. The delegate can therefore for example ask to be added to the list of Co-submitters of a resolution, the list of Signatories of a resolution, the General Speakers List, etc.

MOTION TO WITHDRAW FROM (THE LIST OF CO-SUBMITTERS/SIGNATORIES, SPEAKERS LIST...)

This motion has the opposite effect to the previous one. Using it the delegate asks to be withdrawn from a list (list of Co-submitters of a resolution, the list of Signatories of a resolution the General Speakers List etc.).

MOTION TO PRESENT (AMENDMENT, RESOLUTION, SPEECH)

By using this motion, the delegates ask to present anything relevant to the debate:

- a new resolution (only in order if there is no resolution debated at the time)
- a new amendment (which can be presented at any time when there is no amendment currently debated or if the amendment the delegate wishes to present is a second-degree [any committee] or third-degree amendment [only in SC] to the amendment currently being debated)
- speech (only really needs to be used when the Chairs are not asking for speakers but motions only)

MOTION TO WITHDRAW (THE AMENDMENT, RESOLUTION...)

With this motion, delegates can withdraw their submitted documents if they think that there is no need for them to be discussed anymore.

Security Council, Historical Security Council Specific Motions

MOTION TO SUMMARISE THE P5 MEETING

When the P5 meeting is over, the regular members can ask or, if necessary, force the P5 states to summarise for them the contents of their meeting by passing this motion. If this motion is passed and entertained one of the P5 members must be given the floor to deliver an obligatory statement on the contents of the meeting. The P5 members are also obliged to answer points of information to their statements, the number of which can be limited or extended by a separate motion.

Motions which do require a Second

When this type of motion is raised, the Chair(s) or the PGA must ask if there are any seconds. If the delegates wish the motion to pass and be entertained, they shall raise their placards and say “second”. If there are no seconds, the motion is not entertained. If there are seconds the Chair(s) or the PGA must further enquire whether there are any objections. If there are any delegates who do not wish the motion to pass and be entertained, they shall raise their placard and say “objection”. If there are no objections, the motion passes and is immediately entertained. If there are objections the Chair(s) or the PGA must ask the delegate(s) who raised the objections to rise and state the reason for the objection. It is up to the Chair(s) or PGA’s discretion to decide whether the reason for objection is sufficient enough (yet it is highly recommended by the secretariat to entertain all objections unless they are absolutely out of place). If the objection is deemed valid by the Chair(s)/PGA it is entertained and therefore the motion in the question must be voted upon by a procedural vote (via acclamation, no abstentions and no vetoes [with the exception of Motion to Yield Veto Rights]). If the majority votes in favour of entertaining the motion, the objection is no longer valid, the motion therefore passes and shall be immediately entertained.

MOTION TO SET THE AGENDA

Usually the first motion raised in all committees and the General Assembly, since this motion establishes what the committee shall debate about. The motion shall be raised in the following form: “Motion to set the agenda on the topic of (topic).”

MOTION TO ESTABLISH THE QUORUM

The second motion that needs to be used at the beginning of the debate, when it is entertained, is conducted during which every delegate, when called by their country’s name, shall state whether they are “present” or “present and voting”. If the delegate states “present and voting” they may not abstain during any voting procedure. Delegates who are not on the list of present delegates may not do any action in the committee except to raise a Motion to Challenge the Quorum.

MOTION TO CHALLENGE THE QUORUM

Has the same effect as the previous motion but may be used during the debate if any

delegate wishes to change their status (from “present and voting” to “present” or vice versa) or if the delegate has come late to the debate and therefore is not on the list of present delegates.

MOTION TO MOVE INTO (TYPE OF DEBATE)

Using this motion, the delegates can move the committee into a different type of debate or start a debate/opening speech (used after setting the agenda and establishing the quorum). The motion must be raised in the following form: “Motion to move into (type of debate) on the topic of (topic – resolution, amendment etc.) with the time per speaker (time in minutes).”

MOTION TO OPEN GENERAL SPEAKERS LIST

This motion is used when delegates wish to speak in a set order (the order is usually decided by which delegate first asks to be added to the speakers' list) one after another with points of information. The General Speakers list should be opened and kept updated by the Chairs.

MOTION TO CLOSE GENERAL SPEAKERS LIST

Adding to the General Speakers List is halted and after the last delegate on the list finishes their speech and answers the points of information, the committee returns to an open debate.

MOTION TO EXTEND (THE SPEAKER'S TIME, THE AMOUNT OF POINTS OF INFORMATION, THE NUMBER OF SPEAKERS [CLOSED DEBATE ONLY], ETC.)

This motion suggests extending the amount of time, speakers, points of information, etc. which have been allocated for the type of debate the committee is in.

MOTION TO LIMIT (THE SPEAKER'S TIME, THE AMOUNT OF POINTS OF INFORMATION, THE NUMBER OF SPEAKERS [[CLOSED DEBATE ONLY], ETC.)

Does the exact opposite to the previous motion.

MOTION TO MOVE INTO VOTING PROCEDURE

Suggests moving into the voting procedure on the matter that is currently being debated (resolution, amendment...)

MOTION TO VOTE BY ACCLAMATION

Asks for the voting procedure to be conducted simply by raising placards in favour, against or abstaining (This motion is not in order when voting on a resolution as a whole).

MOTION TO VOTE BY ROLL CALL

Asks for the voting procedure to be conducted via vocal call. Therefore if this motion passes, delegates must say when their country's name is called whether they are “In favor”, “Against”, “Against with rights” (when P5 members in SC wish to use their veto

right), “Abstaining” or “Pass” (If the delegate wishes that his country votes as the last, after passing, the delegate may no longer abstain). (Abstaining, Against with rights or Pass is not in order when voting on a procedural matter – voting on a motion).

MOTION TO TABLE (AMENDMENT, RESOLUTION)

Used when the delegate wishes to stop debating about the current matter at hand and move to the next part. When passed the matter which has thereby been tabled will not be debated upon again.

MOTION TO SUSPEND (AMENDMENT, RESOLUTION, DEBATE...) Used when the delegate wishes to stop debating about the current matter at hand and move to the next part.

When passed the committee moves to the next item and comes back to the suspended one afterwards.

MOTION TO CENSURE

This motion may only be raised if a delegate on whom it is directed has particularly harshly offended or accused another country. It must be raised in the following manner:

“Motion to Censure the delegate of (country) for the duration of (time in minutes).” If passed, the delegate who has been censured must either

leave the room or remain silent, be excluded from the voting quorum and not send any notes for the set duration of time.

MOTION TO DIVIDE THE HOUSE

Forces all delegates not to abstain in the following voting procedure. If raised right after a voting procedure, the voting procedure on which it has been directed must be repeated with no abstentions being in order.

MOTION TO REPEAT THE VOTING PROCEDURE

Forces a repeat of a voting procedure which has preceded this motion. There should be a sufficient reason for this motion to pass.

MOTION TO EXPLAIN THE VOTE

Forces a delegate on whom it has been directed to explain the reason for their vote. The delegate who raised the motion has the right for a quick factual response after the previous delegate has finished their explanation. This may lead to repeating the voting procedure.

MOTION TO DIVIDE THE QUESTION

Passing this motion leads to the following voting procedure being conducted with a separate vote on every clause and subclause of the resolution or amendment in question. If raised right after a voting procedure, the voting procedure on which it has been directed must be repeated with a separate vote on every clause and subclause of the resolution or amendment in question. (May only be used when voting on a resolution or an

amendment).

MOTION TO SUSPEND THE SESSION

If this motion passes, the debate is suspended for the set duration of time. “Motion to suspend the debate for the duration of (time in minutes).” Should only be used as a formality before lunch breaks and coffee breaks.

MOTION TO ADJOURN THE SESSION

If passed, this motion adjourns the session to the set time, usually the next day. Should only be used as a formality to end the session at the end of the day.

MOTION TOUR DE TABLES

If passed, the Chairs request each delegate to give a short summary of their position on the matter under discussion and express any disagreement, in order to determine whether a compromise is possible. The time for each speech should not exceed 30 seconds.

Security Council, Historical Security Council Specific Motions

These motions may only be used in the Security Council, the Historical Security Council, or the SC EnvironmentalSub-committee.

MOTION FOR A P5 MEETING

Using this motion, any of the P5 states can call a meeting behind closed doors for the P5 only. The motion only requires a majority of seconds from other P5 members. The other members of the committee move into an unmoderated debate for the duration of the meeting.

MOTION TO YIELD VETO RIGHTS

If passed, this motion makes it impossible for the P5 to use their veto rights in the directly following voting procedure. However, voting on this motion is the only procedural voting in which P5 states can use their veto rights and therefore passing this motion requires a consensus among the present P5 states.

GENERAL INFORMATION

If a motion that is not on this list comes up in the committee (unless it is a “new” motion which is in no way contributing to the flow of the debate or is obviously a joke motion which the Chairs themselves may simply overrule) the Chairs must send for the Secretary-General so that she or he can decide whether such motion shall or shall not be in order. A decision of the Secretary-General in this matter creates a precedent, effective immediately, about which all Chairs of GOMUN shall be informed by a note without

unnecessary delay. If the Secretary-General decided to entertain the motion, it shall be in order in any committee on GOMUN in the future.

RIGHTS AND APPEALS

Right to Reply

Can be used at any point of the debate if the delegate or their country has been specifically mentioned in a speech. They may raise a right of reply in order to demand an apology or correct the speaking delegate or both. The delegate on whom the right of reply has been raised, has the right to deny the apology and to briefly answer the correction of the offended delegate. The delegate who has raised the right of reply may deliver a short statement after this answer.

Appeal to the Secretary-General

Appeals are used in case the delegate is dissatisfied with the decision of the Chair(s) or the PGA and the situation is not described in the rules of procedure or the Chair(s)/President doubts the rules of procedure after a point of order has been raised. When this appeal is raised, the Secretary-General shall be immediately called into the committee and decide on the disputed matter. His decision is final and may no longer be disputed by anyone.

This is the end of this document.